

WORKSHOP PRESENTOR

Creating an Occurrence of a Workshop

Step By Step

1. Select “Utility” at the top of the TB 2 window (Figure 1, below)
2. Select Workshops from the menu (Figure, 1 below)

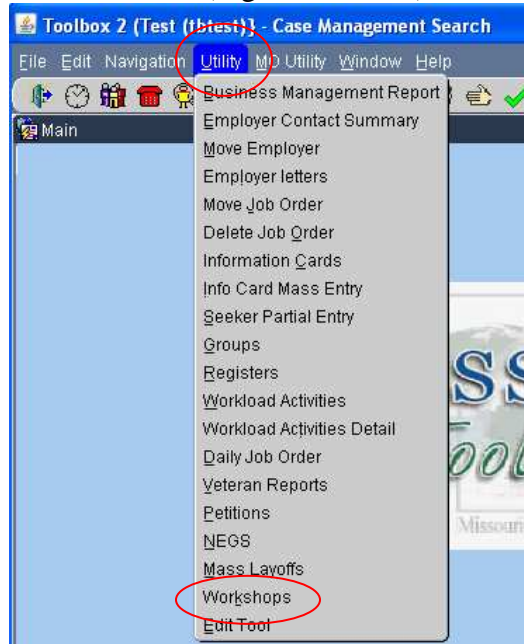


Figure 1

3. Change Status field to blank (Figure 2, below)
4. Select search button (Figure 2, below)

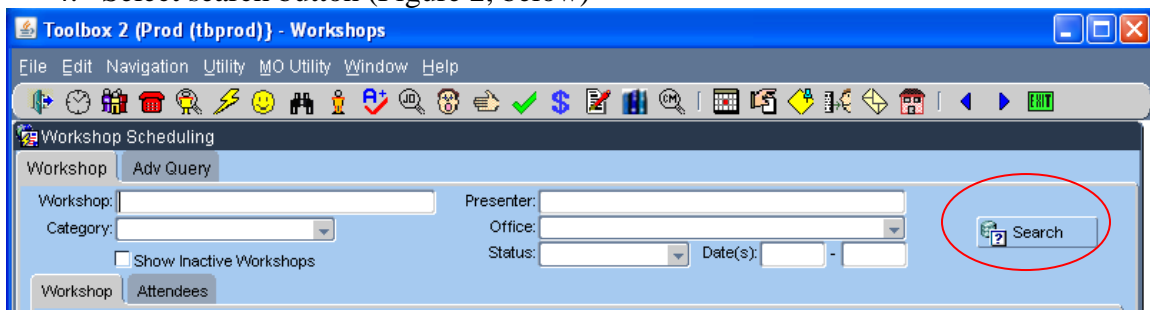


Figure 2

3. Select the workshop you want to add an occurrence for. (Figure 3, Below)

Figure 3

4. Select the Add button (Figure 3 above)
5. Enter the required information in the Create Workshop screen. (Figure 4a) You can select auto date to select multiple dates to expedite entry of the workshop date/times (Figure 4b)

Figure 4a

Figure 4b

6. Select save
7. Select yes or no for the popup "Do you want to create an appointment for the workshop presenter for this workshop?"

Completed Occurrence Entry

Toolbox 2 (Prod (tbprod)) - Workshops

File Edit Navigation Utility MO Utility Window Help

Workshop Scheduling

Workshop: Presenter:
 Category: Office:
☐ Show Inactive Workshops Status: Date(s):

Workshop: **Career Exploration II** Attendees

Interview Skills
 Job Clubs
 Temporary Assistance Orientation
 Career Center Orientation
 Violence in the Workplace
 Social Skills on the Job
 Behavior in the Workplace

Category: Act: 11/30/07 Inact:
 Objective: To teach about the various different types of careers available to the attendees in their field of expertise.

☐ Show Finish/Cancel

Occurrences

Date	Time	Limit	Ref	Office	Status
05/22/08	9:00 AM	15		BRANSON CAREER CENTER	Open
05/29/08	9:00 AM	15		BRANSON CAREER CENTER	Open
06/05/08	9:00 AM	15		BRANSON CAREER CENTER	Open
06/12/08	9:00 AM	15		BRANSON CAREER CENTER	Open

Presenter: EDWARD GREENSLIT (573)526-9795
 Description: How to locate a job

Record: 1/4 <OSC>

Resulting Attendees

After the workshop is conducted the presenter should result the status of the attendee. This should be done as soon as possible after the completion of the workshop, time to do so is limited.

Step By Step

1. Go to Workshops
 - a. Select the Workshop that has been completed (Figure 1, below)
 - b. Select the occurrence date of the workshop (Figure 1, below)
 - c. Select Attendees button (Figure 1, below)

Date	Time	Limit	Ref	Office	Status
05/28/09	8:45 AM	5	2	KENNETT CAREER CENTER	Open

Figure 1

2. There are two ways to result attendees
 - a. Mass Update
 - i. Select the Mass Update button (Figure 2a, below)
 - ii. Select Result Drop down arrow (Figure 2b, below)
 - iii. Select the result (this will result all attendees the same) (Figure 2c, below)
 - iv. Select Save (Figure 2c, below)

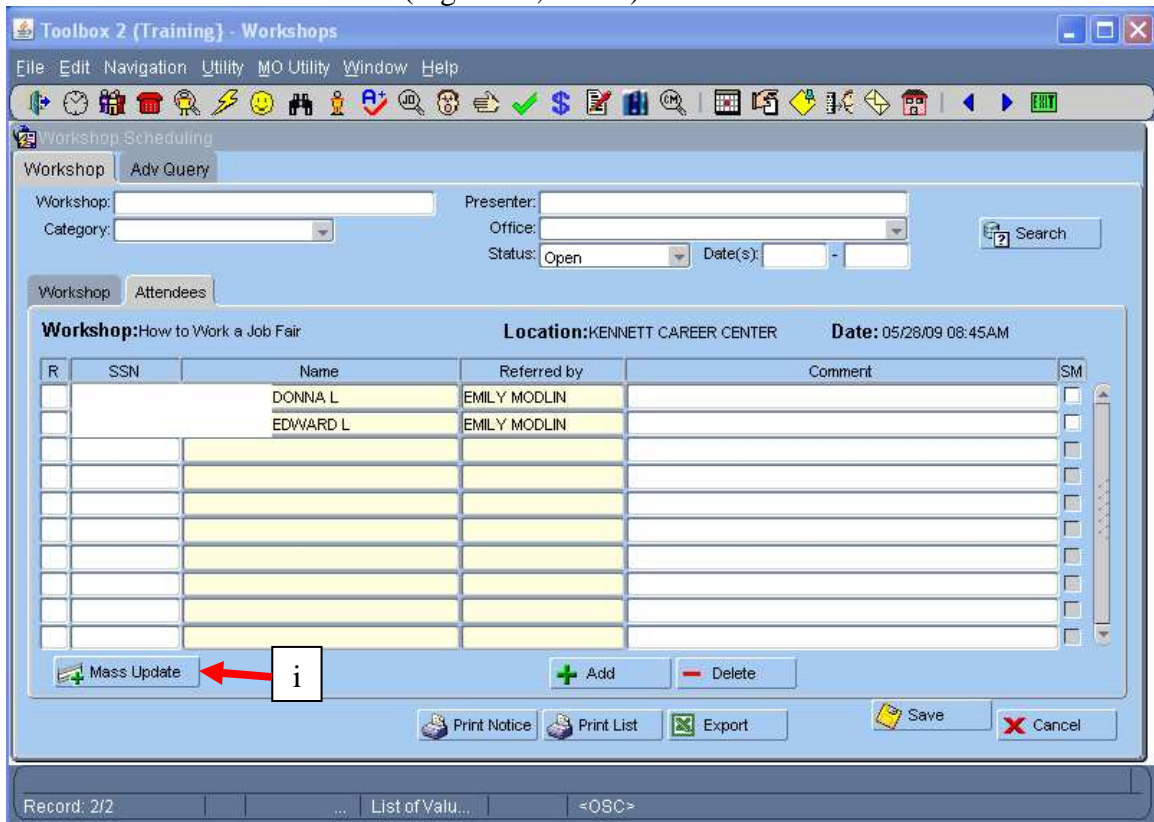


Figure 2a

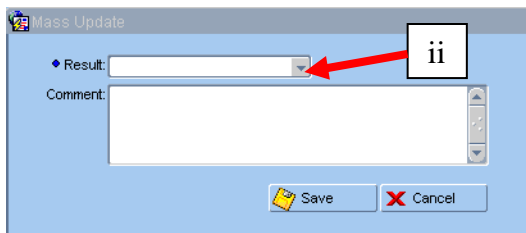


Figure 2b

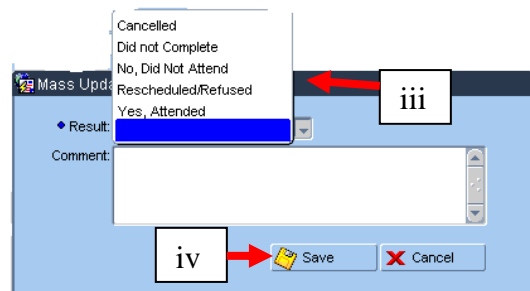


Figure 2c

Result Complete

Toolbox 2 (Training) - Workshops

File Edit Navigation Utility MO Utility Window Help

Workshop: Workshop Adv Query

Workshop: Presenter:
Category: Office:
Status: Open Date(s): Search

Workshop Attendees

Workshop: How to Work a Job Fair Location: KENNETT CAREER CENTER Date: 05/28/09 08:45AM

R	SSN	Name	Referred by	Comment	SM
Y		DONNA L	EMILY MOULIN		<input type="checkbox"/>
Y		EDWARD L	EMILY MOULIN		<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>

Mass Update Add Delete

Print Notice Print List Export Save Cancel

Record: 2/2 List of Value <OSC>

b. Individual Update

- i. Double Click in the R field (Figure 3a, below)
- ii. Select the result from the LOV (Figure 3b, below)
- iii. Select OK (Figure 3b, below)
- iv. Select Save (Figure 3a, below)
- v. Repeat for each attendee

Workshop: How to Work a Job Fair Location: KENNETT CAREER CENTER Date: 05/28/09 08:45AM

R	SSN	Name	Referred by	Comment	SM
		DONNA L	EMILY MODLIN		
		EDWARD L	EMILY MODLIN		

Buttons: Mass Update, Add, Delete, Print Notice, Print List, Export, Save, Cancel

Figure 3a

Find %

C	Cancelled
D	Did not Complete
N	No, Did Not Attend
R	Rescheduled/Refused
Y	Yes, Attended

Buttons: Find, OK, Cancel

Figure 3b

NOTE: When you save, the screen will go blank. Simply select the Adv Query Tab then the Workshop Tab to get back to the Attendees Tab.

Toolbox 2 (Training) - Workshops

File Edit Navigation Utility MO Utility Window Help

Workshop Scheduling

Workshop Adv Query

Workshop: Presenter:
 Category: Office:
 Status: Open Date(s): - Search

Print Notice Print List Export Save Cancel

Record: 1/1

Result Complete

Toolbox 2 (Training) - Workshops

File Edit Navigation Utility MO Utility Window Help

Workshop Scheduling

Workshop Adv Query

Workshop: Presenter:
 Category: Office:
 Status: Open Date(s): - Search

Workshop Attendees

Workshop: How to Work a Job Fair Location: KENNETT CAREER CENTER Date: 05/28/09 08:45AM

R	SSN	Name	Referred by	Comment	SM
N		DONNA L.	EMILY MODLIN		
Y		EDWARD L.	EMILY MODLIN		

Mass Update Add Delete

Print Notice Print List Export Save Cancel

Record: 2/2 List of Valu... <OSC>

Changing Workshop Status

After the workshop is complete and you have resulted the attendees the next step is to change the status of the workshop from Open to Finished.

Step By Step

1. Select the workshop tab (Figure 1a, below)
2. Double click in the status field to bring up LOV (Figure 1b, below)
3. Select Finished (Figure 1c, below)
4. Select Ok (Figure 1c, below)
5. Select Save (Figure 1d)

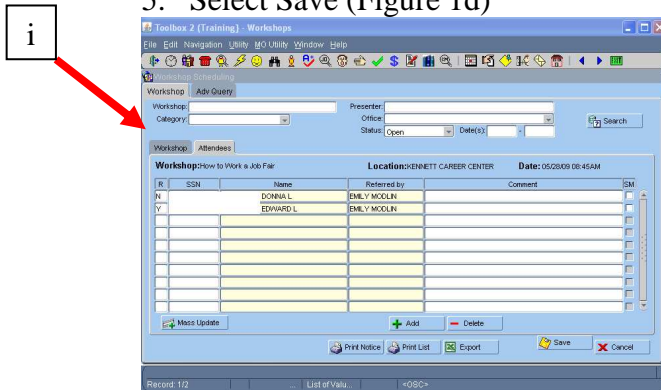


Figure 1a

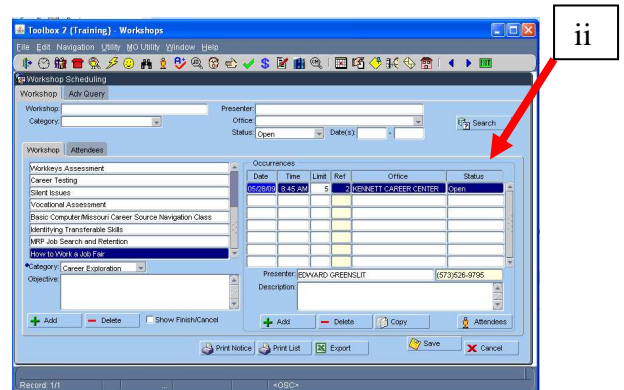


Figure 1b

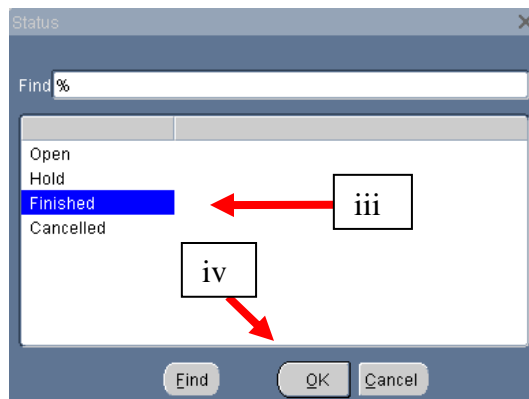


Figure 1c

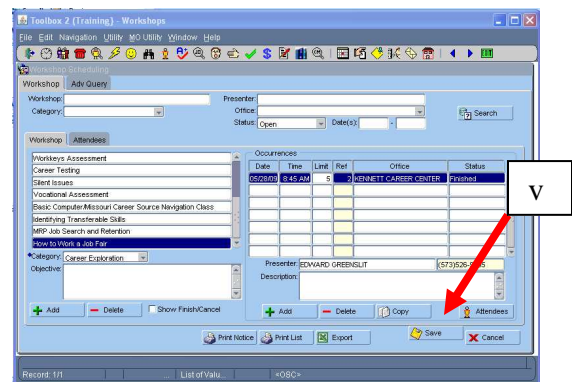


Figure 1d